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CWU Faculty Senate Minutes - 01/22/2003

Teri Michael

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Faculty Senate Minutes

CENTRAL WASHINGTON UNIVERSITY FACULTY SENATE REGULAR MEETING MINUTES January 22, 2003

<http://www.cwu.edu/~fsenate>

Presiding Officer: Michael Braunstein
Recording Secretary: Teri Michael

Meeting was called to order at 3:11 p.m.

ROLL CALL:

Senators: All Senators or their Alternates were present except Patrick Bryan, Bob Carbaugh, Lisa Ely, Nate Harris, Karina Bacica, Key Sun, and Henry Williams

Visitors: John Lasik, Warren Street, Liahna Armstrong, and Carolyn Wells

CHANGES TO AND APPROVAL OF AGENDA: The agenda was approved as presented.

MOTION NO. 03-01: APPROVAL OF MINUTES (Approved): The minutes of the December 4, 2002, Faculty Senate meeting were approved as distributed with the following changes (none). Moved and seconded to adopt as written.

COMMUNICATIONS:

No communications.

REPORTS/ACTION ITEMS:

(Motions 02-75, 02-76 and 02-77 were delayed at the December 4, 2002 Faculty Senate Meeting)

Faculty Senate Development and Appropriations Committee

Motion No. 03-02 (Adopted): "Recommendation to distribute the \$100,000 faculty development funds for 2002-03, attached as Exhibit F".

Chair

Motion No. 02-75 (Adopted with the ammendment that there will be no classes on the Wednesday before Thanksgiving in 2004-2005 with the Thanksgiving break starting on November 24th.):
"Approval of the 2004-2005 Quarterly Calendar attached as Exhibit A."

Motion No. 02-76 (Adopted): "The Faculty Senate recommends that the Central Washington University administration should, under NO circumstance, invoke the concurrence clause of Section 7, Part 6.a of the faculty collective bargaining enabling legislation." (Rationale attached as Exhibit B).

Motion No. 02-77 (Motion No. 03-03 was substituted for Motion No. 02-77 by a majority vote): "The

Faculty Senate recommends that the current definition of faculty as expressed in the Faculty Code of Personnel Policy and Procedure be applied for the purpose of determining which faculty would be members of the bargaining unit in a collective bargaining arrangement." (Rationale attached as Exhibit C).

Motion No. 03-03 (Tabled): "That the Faculty Senate vote to support one of the three proposed definitions of "Faculty" (attached as Exhibit E) for the specific purpose of defining the CWU Bargaining Unit for PERC.

Motion No. 03-04 (Tabled): "The definition which receives more than 50% of Faculty Senate votes be forwarded to PERC with an accompanying letter from the Executive Committee. If no definition received over 50% in the initial ballot, a second ballot should occur using the two definitions receiving the highest number of votes.

Chair

BALLOT PROCESS (Not done, Motions were tabled): Vote on the definition of Faculty as stated in Motion No. 03-04. If passed, there will be a ballot process at this time.

Salary Administration Board

Motion 03-05 (Adopted): "To accept the Salary Administration Boards' proposals and agree to vote on them."

Motion 03-06 (Plan A Option 1 Adopted by Vote of the Senate): "To accept the Salary Administration Board's Plan A option 1 or 2 as presented in Exhibit H - Market (Salary Market Adjustment Plan)."

Motion 03-07 (Plan B Option 1 Adopted by Vote of the Senate): "To accept the Salary Administration Board's Plan B option 1 or 2 as presented in Exhibit H - Equity (Career Performance/Equity Adjustment Plan)."

Faculty Senate Curriculum Committee

A motion was made and seconded to adopt Motions 03-08 through 03-18 as presented. The motion passed unanimously.

Motion 03-08 (Adopted): "Addition of new program: Master of Education: Inclusive Teaching Strategies." Exhibit G

Motion 03-09 (Adopted): "Addition of new program: BS Business Administration: Management Information Systems Specialization." Exhibit G

Motion 03-10 (Adopted): "Addition of new program: Web Administration Minor." Exhibit G

Motion 03-11 (Adopted): "Addition of new program: Database Administration Minor." Exhibit G

Motion 03-12 (Adopted): "Addition of new program: Network Administration Minor." Exhibit G

Motion 03-13 (Adopted): "Addition of new program: BS Information Technology & Administrative Mgmt: Database Administration Specialization." Exhibit G

Motion 03-14 (Adopted): "Addition of new program: BS Information Technology & Administrative Mgmt: Web Administration Specialization." Exhibit G

Motion 03-15 (Adopted): "Addition of new program: BS Information Technology & Administrative

Mgmt: Network Administration Specialization." Exhibit G

Motion 03-16 (Adopted): "Addition of new program: Database Administration Certificate (Type B)." Exhibit G

Motion 03-17 (Adopted): "Addition of new program: Web Administration Certificate (Type B)." Exhibit G

Motion 03-18 (Adopted): "Addition of new program: Network Administration Certificate (Type B)." Exhibit G

REPORTS/DISCUSSION ITEMS:

CHAIR: *none*

CHAIR ELECT: *none*

PRESIDENT: *none*

PROVOST:

- o The President is not in attendance because she is stuck in Olympia with the snow.
- o The President will be sending out an informational letter this next week on the legislative status.
- o NASC says the progress report is approved, but ongoing evaluation is necessary.
- o There is a Budget Advisory Committee Meeting tomorrow.

SENATE CONCERNS: *none*

STUDENT REPORT: *none*

SENATE COMMITTEES:

- o **Academic Affairs Committee:** *Susan Donahoe* - none
- o **Budget Committee:** *Bill Bender* - none
- o **Code Committee:** *John Alsoszatai-Pettheo* - They are looking at copyright issues to clarify documentation.
- o **Curriculum Committee:** *Toni Culjak*: (Exhibit D) - The program deletion was because the state board deleted it.
- o **Development and Appropriations:** *Charles Li* - There is a committee meeting on 1-28-03 to discuss CWU-wide programs, and to discuss what to do with the data collected from the evaluation form.
- o **Faculty Legislative Representative:** *James Huckabay* - Jim is in Olympia most of this term and will be sending a report this next week on legislative activities and the status.
- o **General Education:** *Steve Verhey* - none
- o **Personnel Committee:** *Rob Perkins* - none
- o **Public Affairs Committee/Council of Faculty Representatives:** *Daniel CannCasciato* - none

OLD BUSINESS: None

NEW BUSINESS: None

ADJOURNMENT: Meeting adjourned at 5:28 pm

Minutes approved February 12, 2003

*****NEXT REGULAR SENATE MEETING: February 12, 2003*****

BARGE 412

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Exhibit A

QUARTERLY CALENDAR**DRAFT 11/6/02**

FALL QUARTER	2003–2004	2004–2005
Open Registration	September 22–23	September 20–21
Classes begin	September 24	September 22
Change of Class Schedule Period	September 24–30	September 22–28
Deadline to apply for baccalaureate degree for Winter	October 3	October 1
Advising Week	November 3–7	November 1–5
Uncontested Withdrawal Deadline	November 7	November 5
Veterans Day Holiday	November 11	November 11
Early-registration for Winter	November 10–25	November 8–22
Thanksgiving Recess	November 26–28	November 24–26
	(beings NOON Wed.)	(all day Wed.)
Faculty Development/Study Day	December 8	December 6
Final Exam Week	December 9–12	December 7–10
Days of Instruction	(54 1/2)	(54)
WINTER QUARTER	2003–2004	2004–2005
Registration	January 5	January 3
Classes begin	January 6	January 4
Change of Class Schedule	January 6–12	January 4–10
Deadline to apply for baccalaureate degree for Spring	January 16	January 14
Martin Luther King Jr. Holiday	January 19	January 17
President's Day Holiday	February 16	February 21
Advising Week	February 17–20	February 14–18
Uncontested Withdrawal Deadline	February 20	February 18
Early-registration for Spring	February 23–March 5	February 22–March 4
Faculty Development/Study Day	March 15	March 14

Final Exam Week	March 16–19	March 15–18
Days of Instruction	(52)	(52)
SPRING QUARTER	2003–2004	2004–2005
Open Registration	March 29	March 28
Classes begin	March 30	March 29
Change of Class Schedule	March 30–April 5	March 29–April 4
Deadline to apply for baccalaureate degree for Summer	April 9	April 8
Advising Week	May 10–14	May 9–13
Early-registration for Summer	May 10–June 4	May 9–June 3
Uncontested Withdrawal Deadline	May 14	May 13
Early-registration for Fall	May 17–28	May 16–27
Memorial Day Holiday	May 31	May 30
Faculty Development/Study Day	June 7	June 6
Final Exam Week	June 8–11	June 7–10
Commencement	June 12	June 11
Days of Instruction	(53)	(53)

*Days of instruction (includes finals week)

SUMMER QUARTER	2003–2004	2004–2005
Open Registration (All Sessions)	June 21	June 20
Classes Begin (1st - Full)	June 21	June 20
Change of Schedule (1st - Full)	June 21–23	June 20–22
Deadline to apply for baccalaureate degree for Fall	June 25	June 21
Open Registration (Six Week)	June 28–29	June 27–28
Classes Begin (Six Week)	June 28	June 27
Change of Schedule (Six Week)	June 28–29	June 27–28
Independence Day Holiday	July 5	July 4
First Term Closes	July 21	July 20
Open Registration (2nd Term)	July 22	July 21
Classes Begin (2nd Term)	July 22	July 21
Change of Schedule (2nd Term)	July 22–23	July 21–22

Six-Week Session Closes

August 6

August 5

Second and Full Terms Close

August 20

August 19

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Exhibit B

Section 7 Part 6.a: If only one employee organization is seeking certification as exclusive bargaining representative of a bargaining unit for which there is no incumbent exclusive bargaining representative, the commission may, upon the concurrence of the employer and the employee organization, determine the question concerning representation by conducting a cross-check comparing the employee organization's membership records or bargaining authorization cards against the employment records of the employer; or

If the Central Washington University administration invoked the above clause, the Public Employee Relations Commission (PERC) would certify an exclusive bargaining representative for the faculty bargaining unit without the conduct of a secret ballot election. In the interest of insuring that faculty make an informed decision, and that the outcome of that decision is unimpeachable, the Faculty Senate Executive Committee strongly recommends the approval of the motion.

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Exhibit C

Section 7 Part 3: An employee organization seeking certification as exclusive bargaining representative of a bargaining unit, or faculty members seeking decertification of their exclusive bargaining representative, must make a confidential showing to the commission of credible evidence demonstrating that at least thirty percent of the faculty in the bargaining unit are in support of the petition. The petition must indicate the name, address, and telephone number of any employee organization known to claim an interest in the bargaining unit.

Signature cards can be used to invoke a PERC sponsored secret ballot election to determine the exclusive bargaining representative of the faculty bargaining unit. Signature cards will be counted from individuals who would be members of the bargaining unit. If there is a disagreement between the administration and collective representatives about who these individuals are, the issue will be resolved by PERC. The Faculty Senate should establish a position on this in advance of any action, if it hopes to have any role in the PERC determination.

Faculty Code of Personnel Policy and Procedure**2.10 Faculty - Defined**

- A. As used in this Faculty Code, the word "faculty" shall mean only those individuals employed full time by the university:
1. Who teach, coach, supervise, research or engage in similar academic endeavors in which students receive credit or academic benefit and who hold one (1) of the following academic ranks: professor, associate professor or assistant professor, or hold the professional designation: lecturer or coach; [BT Motion 6330, 6/15/90] [BT Motion 92:57, 6/12/92] [BT Motion 00:46, 6/9/00]
 2. Who occupy administrative positions and who hold one (1) of the professional ranks listed in Section 4.20, and
 - a. who hold academic tenure or
 - b. who occupy one (1) of the following administrative posts:
president, provost/senior vice president for academic affairs, dean

of graduate studies, dean of an academic college or dean of library services; [BT Motion 93:19, 6/11/93] [BT Motion 94:27, 6/10/94]

3. Who serve as librarians and/or professional media specialists or who serve as members of the counseling and testing services and who hold one (1) of the academic ranks or professional designations listed in Section 2.10 A 1. [BT Motion 92:57, 6/12/92]

- B. The word "faculty" as used in this Code does not apply to any other employees of the university, including but not limited to adjunct faculty, part-time faculty (less than full-time assignment, by academic year or by quarterly assignment), emeriti on phased retirement notwithstanding Section 9.92 F. of the Faculty Code, civil service employees, civil service exempt employees without academic rank and student employees. Such employees are not entitled to the rights and privileges of this Code unless specific Code provisions make such allowances. [BT Motion 92:57, 6/12/92]

2.15 Full-Time Appointment - Defined

- A. Full-time appointment or employment means that the faculty member
 1. is receiving full salary and benefits;
 2. is carrying a full faculty load as defined in Sections 7.20 and 7.25;
 3. may have a full-time assignment with responsibilities divided between academic departments and with or between other units of the university.
- B. Faculty members who are normally regular full-time employees, who are on part-time or full-time leave of any kind as authorized by this Code, or who have a part-time assignment, shall retain the same employment status as accorded to all full-time faculty as defined in Section 2.10, except as otherwise provided in this Code.

The specific language for:

- 4.20 Academic Rank Defined,
- 9.92.F. Phased Retirement for Faculty,
- 7.20 Faculty Load - Instructional Faculty Members, and
- 7.25 Faculty Loads - Adjustments

can be found at and printed from the December 4, 2002 Faculty Senate Minutes

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Exhibit D

Program Deletion Operations Management and Information Systems Specialization in the Business Administration Major

Rationale: On April 19, the faculty of Business Administration Department unanimously passed a vote to delete this specialization from the BS in Business Administration. This specialization covered two separate fields:

Operations Management and Information Systems. The current OMIS curriculum does not provide adequate education in either field, due to the diluted nature of the curriculum. Responding to the strong demand by students and industry, the Business Administration department faculty also voted in favor of creating two new specializations as replacements and to better serve our students.

Student Provisions: The class of 2003 students who are already approved in the current OMIS Specialization prior to Fall 2002 will be given two options: (1) they can stay with the OMIS, or (2) they can switch to the new OSC Specialization by taking two additional courses.

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Exhibit E

1. All tenured, tenure-track, and other full time* non-tenure track faculty
2. Tenured, tenure-track, and other full time* non-tenure track faculty and adjunct faculty who have had contracts at least 50% of full time* and have received benefits for the most recent three academic year quarters (Fall, Winter, and Spring).
3. All individuals, with the exception of graduate students, who have full academic responsibility for course instruction or research responsibilities at CWU, regardless of load or longevity.

* Percentage full time is to be determined based on an instructional load of 45 contact hours and will include both instructional assignments and non-teaching academic assignments with equivalent instructional load specified in the contract.

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Exhibit F

Faculty Development Funds Disbursement Plan

The Faculty Senate Development and Appropriations Committee met on November 22, 2002 and passed the following recommendation to distribute the \$100,000 faculty development funds as follows:

1. \$24,000 distributed evenly to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC). A department disbursement will be made to the Faculty Senate based on the ruling last year that the senate chair represents faculty not assigned to academic departments.
2. \$60,000 distributed to academic departments (excluding Military Science/ROTC and Aerospace Studies/AFROTC), with each department receiving an amount proportional to its fall FTEF. Disbursements to academic programs not associated with an academic department will be made based on fall FTEF. Faculty on leave do not count as an FTEF for the disbursement.
3. \$500 to Military Science/ROTC.
4. \$500 to Aerospace Studies/AFROTC.
5. The above funds are to be used exclusively for individual faculty development. In order to receive these monies, each department must provide a rationale and explanation for the use of these funds.
6. \$15,000 for projects intended to serve the faculty development needs of the university as a whole rather than the needs of individual faculty members or departments. Applications for these funds are submitted to the Faculty Senate Development and Appropriations Committee.

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Exhibit G

MEMORANDUM

TO: Faculty Senate Executive Committee
FROM: Toni Culjak, Chair
Faculty Senate Curriculum Committee
DATE: January 14, 2003
RE: Curriculum Changes

The following curriculum changes have been approved by the FSCC. The program deletion is an informational item to the Faculty Senate; the new programs require approval.

Informational:

Program Deletion: Economics: Teaching Minor

Rationale: State Board of Education deletion.

Student Provisions: The courses currently taught in this minor are part of the regular offerings of the economics department, and students who are currently enrolled in the program will have access to these courses.

Approval Required:

New Program: Master of Education: Inclusive Teaching Strategies

Rationale: This program will further the skills of practicing teachers who are expected to assume increasing responsibility for adapting their classroom practices to meet the needs of students with special needs. Teacher Education Program faculty have collaborated in selecting the prescribed sequence of courses with the focus on enhancing knowledge and teaching skills related to a range of practical areas.

Funding: No new courses. The TEP faculty regularly teach the courses as part of their academic loads, no additional costs will be incurred.

Program:

Required Courses:

Community (6 credits of 12)

EDEC 485	Paraprofessional Training/Supervision (3)
EDCS 509	Service Learning (3)
EDSE 522	Collaboration/Consultation (3)
EDAD 583	School and Community (3)

Assessment (8-9 credits of 14)

EDRD 412 Assessment of Reading Skills	(3)
EDBL 439 Testing English as a Second Language	(2)
EDBL 531 Sheltering in Mainstream II/Assess & Resources	(3)
EDSE 521 Functional Assessment	(3)
EDAD 560 Teacher Evaluation	(3)

Curriculum (6 credits of 9)

EDBL 438 Teaching English as a Second Language	(3)
EDBL 530 Sheltering in Mainstream I/Methods	(3)
EDSE 523 Curriculum for Students w/ Special Needs	(3)

Reading Strategies (9-10 credits of 16)

EDBL 440 Reading English as a Second Language	(3)
EDRD 415 Reading for the Gifted	(3)
EDRD 521 Reading in the Elementary School	(4)
EDRD 522 Middle School Reading	(3)
EDRD 523 Survey of Research in Reading	(3)

Classroom Management (3 credits)

EDSE 510 Instructional Management Principles	(3)
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Educational Foundations (10 credits)

EDF 504 Advanced Educational Statistics	(4)
EDF 510 Educational Research & Development	(3)

Plus 3 additional credits of Educational Foundations coursework (strongly recommend - EDF 507 - Studies and Problems in Intercultural Education (3))

700 Thesis/Project (6 credits) OR Comprehensive Exams with 6 additional credits of approved coursework.

Total: 48 - 50 Credits

New Program: BS Business Administration: Management Information Systems Specialization

Rationale: Management Information Systems (MIS) plays an important role in business by bridging the gap between business decision-makers and technical staff. The MIS curriculum prepares students for a variety of entry-level positions in the following areas: systems analysis, database administration, web development, network administration, management consulting, and project management. Students will apply information systems techniques to produce the information that organizations increasingly require, to analyze and design information systems for business decision-making, and to develop and operate data and communication processing systems in organizations. Students will be able to explain the crucial role of computing, information systems and technology in integrating various entities throughout the business process as well as the supply chain. Students

will be able to demonstrate necessary computing and analytical skills in order to solve problems in business.

Funding: A new faculty will be hired for the first year. Neither reassignment nor reallocation of faculty resources is needed. \$799.00 per year will be paid by the College of Business for software.

Program:

Required Courses:

MIS 387 Systems Analysis & Design in Business (5)
MIS 420 Database Systems in Business (5)
MIS 450* Systems Implementation in Business (5)

Select a minimum of 10 credits from the following courses:

MIS 430* Business Data Communications (5)
MIS 440* E-Business and Information Systems (5)
MIS 400* MIS Laboratory Assistant (2)
BUS 490 Cooperative Education (1-6) OR

One other course approved in advance by advisor (4-5)

Total Credits: 25

* New courses

New Program: Web Administration Minor

Rationale: The Minor in Web Administration provides recognition for students who complete the specified minor courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the minor may have prerequisites. IT 101, Computer Applications, (or equivalent) is a prerequisite to this minor.

Required Courses:

ADMG 385 Business Communications and Report Writing (4)
IT 204 Word Processing Applications (3)
IT 248* Web Fundamentals (2)
IT 374* Project Management (4)
IT 422* Web Site Construction (4)

IT 424*	Managing a Web Site Team	(4)
IT 426*	Web Languages	(4)
IT 428*	Web Applications	(4)

Select from the following courses: 7 credits

ADMG 371	Administrative Management	(4)
IT 258	Spreadsheet Applications	(3)
IT 268	Database Applications	(3)
IT 288	Business Presentation Applications	(2)
IT 389	Desktop Publishing	(3)
IT 452	Telecom and Microcomputer Networks	(4)
IT 470*	Database and the Web	(4)

Total Credits: 36

* New Courses

New Program: Database Administration Minor

Rationale: The Minor in Database Administration provides recognition for students who complete the specified minor courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the minor may have prerequisites. IT 101, Computer Applications, (or equivalent) is a prerequisite to this minor.

Required Courses:

IT 204	Word Processing Applications	(3)
IT 228*	Introduction to Information Technology	(4)
IT 248*	Web Fundamentals	(2)
IT 268	Database Applications	(3)
IT 374*	Project Management	(4)
IT 468*	Projects in Database	(4)
IT 470*	Database and the Web	(4)

Electives: 10 Credits

CS 167	Beginning Visual Basic	(4)
CS 367	Advanced Visual Basic	(4)

CS 420	Database Management Systems	(4)
IT 258	Spreadsheet Applications	(3)
IT 361	Hardware Management	(4)
IT 452	Telecom and Microcomputer Networks	(4)
MIS 386	Management Information Systems	(5)
MIS 420	Database Systems in Business	(5)

Total Credits: 34

* New Courses

New Program: Network Administration Minor

Rationale: The Minor in Database Administration provides recognition for students who complete the specified minor courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the minor may have prerequisites. IT 101, Computer Applications, (or equivalent) is a prerequisite to this minor.

Required Courses:

ADMG 371	Administrative Management	(4)
ADMG 385	Business Communications & Report Writing	(4)
IT 361	Hardware Management	(4)
IT 374*	Project Management	(4)
IT 452	Telecom & Microcomputer Networks	(4)
IT 457*	Network Security	(4)
IT 458	Management of Computer Networks	(4) OR
IT 459*	Workstation Administration	(4)

Electives: 4 Credits

IT 258	Spreadsheet Applications	(3)
IT 268	Database Applications	(3)
IT 458	Management of Computer Networks	(4)
IT 459	Workstation Administration	(4)
MIS 386	Management Information Systems	(5)

Total Credits: 32

* New Courses

New Program: BS Information Technology & Administrative Mgmt: Database Administration Specialization

Rationale: Database Administration students become qualified business professionals prepared to pursue careers that apply to a wide variety of database administration skills. These qualifications are complemented by job-ready business communications and human relation skills. Graduates in the Database Administration specialization secure positions as data administrators, data analysts, data modelers, database developers, and database managers. A minor and certification in this area are available.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

ITAM Core: 50-53 Credits

Database Administration Specialization

Required Courses:

IT 374* Project Management	(4)
IT 228* Introduction to Information Technology	(4)
IT 452 Telecom and Microcomputer Networks	(4)
IT 462 Administrative Systems Analysis & Design	(4)
IT 468* Projects in Database	(4)
IT 470* Database and the Web	(4)
IT 485* Managerial Communications	(4)

Electives: 9-12 Credits

CS 167 Beginning Visual Basic	(4)
CS 367 Advanced Visual Basic	(4)
CS 420 Database Management Systems	(4)
IT 361 Hardware Management	(4)
IT 359 Advanced Spreadsheet Applications	(3)
MIS 386 Management Information Systems	(5)
MIS 420 Database Systems	(5)

Total Credits: 87 - 93

* New Courses

New Program: BS Information Technology and Administrative Mgmt: Web Administration Specialization

Rationale: Web Administration students become qualified business professionals prepared to pursue careers that apply to a wide variety of web administration skills. These qualifications are complemented by job-ready business communications and human relation skills. Graduates in the Web Administration specialization secure positions as web administrators, web designers, web page developers, web producers, web-site developers, and web masters. A minor and certification in this area are available.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

ITAM Core: 50-53 Credits

**Web Administration Specialization
Required Courses:**

IT 374* Project Management	(4)
IT 228* Introduction to Information Technology	(4)
IT 361 Hardware Management	(4)
IT 422* Web Site Construction	(4)
IT 424* Managing a Web Site Team	(4)
IT 426* Web Languages	(4)
IT 428* Web Applications	(4)
IT 452 Telecom & Microcomputer Networks	(4)
IT 470* Database and the Web	(4)

Electives: 1-4 Credits

IT 462	Administrative Systems Analysis & Design	(4)
IT 496	Individual Studies	(1)
ADMG 485*	Managerial Communications	(4)

Total Credits: 87-93

* New Courses

New Program: BS Information Technology and Administrative Mgmt: Network Administration Specialization

Rationale: Network Administration students become qualified business professionals prepared to pursue careers that apply to a wide variety of network administration skills. These qualifications are complemented by job-ready business communications and human relation skills. Graduates in the Network Administration specialization secure positions as network administrators, network analysts, network managers, data communications analyst, network operations analyst, network specialists, network technicians, PC support specialists, PC network engineers, and user support specialists. A minor and certification in this area are available.

Funding: The entire degree program is being revised: its specializations, minors, and certificates.

As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

ITAM Core: 50-53 Credits

Network Administrative Specialization

Required Courses:

ADMG 485*	Managerial Communications	(4)
ADMG/IT 374	Project Management	(4)
IT 228*	Intro to Information Technology	(4)
IT 361	Hardware Management	(4)
IT 452	Telecom and Microcomputer Networks	(4)
IT 457*	Network Security	(4)
IT 458	Management of Computer Networks	(4)
IT 459*	Workstation Administration	(4)
IT 462	Administrative Systems Analysis & Design	(4)

Electives: 1-4 Credits

IT 359	Advanced Spreadsheet Applications	(3)
IT 422*	Web Site Construction	(4)
IT 468*	Projects in Database	(4)
IT 496	Individual Studies	(1)
MIS 386	Management Information Systems	(5)

Total Credits: 87 - 93

* New Courses

New Program: Database Administration Certificate (Type B)

Rationale: The Certificate in Database Administration provides recognition for students who complete the specified certificate courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the certificate may have prerequisites. IT 101, Computer Applications (or equivalent) is a prerequisite to this certificate. By permission only.

Required Courses:

ADMG/IT 374 Project Management	(4)
IT 204 Word Processing Applications	(3)
IT 228* Introduction to Information Technology	(4)
IT 248* Web Fundamentals	(2)
IT 268 Database Applications	(3)
IT 468* Projects in Database	(4)
IT 470* Database and the Web	(4)

Electives: 10 Credits

CS 167 Beginning Visual Basic	(4)
CS 367 Advanced Visual Basic	(4)
CS 420 Database Management Systems	(4)
IT 258 Spreadsheet Applications	(3)
IT 361 Hardware Management	(4)
IT 452 Telecom and Microcomputer Networks	(4)
MIS 386 Management Information Systems	(5)
MIS 420 Database Systems in Business	(5)

Total Credits: 34

* New courses

New Program: Web Administration Certificate (Type B)

Rationale: The Certificate in Web Administration provides recognition for students who complete the specified certificate courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the certificate may have prerequisites. IT 101, Computer Applications (or equivalent) is a prerequisite to this certificate. By permission only.

Required Courses:

ADMG 385 Business Communications & Report Writing	(4)
IT 204 Word Processing Applications	(3)
IT 248* Web Fundamentals	(2)
IT 374* Project Management	(4)
IT 422* Web Site Construction	(4)
IT 424* Managing a Web Site Team	(4)

IT 426*	Web Languages	(4)
IT 428*	Web Applications	(4)

Electives: 7 Credits

ADMG 371	Administrative Management	(4)
IT 258	Spreadsheet Applications	(3)
IT 268	Database Applications	(3)
IT 288	Business Presentation Applications	(2)
IT 389	Desktop Publishing	(3)
IT 452	Telecom and Microcomputer Networks	(4)
IT 470*	Database and the Web	(4)

Total Credits: 36

* New Courses

New Program: Network Administration Certificate (Type B)

Rationale: The Certificate in Network Administration provides recognition for students who complete the specified certificate courses. Such recognition will benefit students in gaining professional employment or advancing in their current professional position.

Funding: The entire degree program is being revised: its specializations, minors, and certificates. As a result, a total reallocation and reassignment of our faculty will occur. No additional faculty members are needed.

Program:

Required and elective courses in the certificate may have prerequisites. IT 101, Computer Applications (or equivalent) is a prerequisite to this certificate. By permission only.

Required Courses:

ADMG 371	Administrative Management	(4)
ADMG 385	Business Communications & Report Writing	(4)
IT 361	Hardware Management	(4)
IT 374*	Project Management	(4)
IT 452	Telecom & Microcomputer Networks	(4)
IT 457*	Network Security	(4)
IT 458	Management of Computer Networks	(4) OR
IT 459*	Workstation Administration	(4)

Electives: 4 Credits

IT 258	Spreadsheet Applications	(3)
IT 268	Database Applications	(3)

IT 458 Management of computer Networks (4) OR
IT 459 Workstation Administration (4)
MIS 386 Management Information Systems (5)

Total Credits: 32

* New Courses

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Exhibit H - Market (Salary Market Adjustment Plan A)

**Salary Market Adjustment Plan
CWU Salary Administration Board Plan
AY2002-03**

Eligibility: Tenured and Tenure-Track Faculty.
Resource pool: Approximately \$267,000.
Source of money: Internal re-allocation: 2/3 portion of \$400,000 allotted for the SAB process this year.
Date of effect: Adjustments will be retroactive to the beginning of the 2002-2003 academic year.
Time frame: Feb. 10, 2003, faculty will be notified of the amount of the CUPA adjustment to their salary.
May 9, 2003, adjustments are presented to the Board of Trustees.

This process is sequenced with the Career Performance/Equity Adjustment Plan calendar, to minimize PAF (Personnel Action Form) paperwork.

Adjustments will be permanent and must place the faculty member at one of the grades/steps identified on the current faculty salary scale.

The rationale for this process and the making of these adjustments is based on the Salary Administration Board report of May 2001, which reads in part:

"Two thirds of the money allotted should be used to move the salaries toward the CUPA mean by discipline and ranks."

CUPA alignment of departments and faculty members:

Departments from all the colleges and the library will be aligned with a CUPA category. Those departments that don't align well with the CUPA categories will be assigned a CUPA category by decision of their deans and the provost.

Faculty members will be treated collectively with their departments in the Salary Market Adjustment Plan. Individual faculty members will not be able to claim a CUPA category separate from his/her department's category.

Those faculty who have 50/50 assignments will be treated for this process as a member of the department in which their primary duties occur. Faculty not assigned to a department will have their CUPA category assigned by

their dean and the provost.

Individual Eligibility: Tenured and tenure-track faculty who meet the following requirements:

1. The faculty member's department salary average is below the CUPA mean at his or her rank.
2. The faculty member has been positively evaluated at the Merit II level (promotion counting in lieu of Merit II) in at least 3 of the last 4 evaluation opportunities (including this year's Performance Review Process).

Three of four positive Merit II/Performance Review evaluations will be the continuing standard for the Salary Market Adjustment Plan; therefore, the University will conduct a Performance Review or Merit process annually to determine continued eligibility.

Option I:

Only those disciplines/ranks where the average salary is less than a certain percentage of the CUPA mean (department average/CUPA mean) will receive an adjustment. This percentage threshold will be adjusted to fully allocate the funds. Any qualifying faculty member within such a discipline/rank will receive a CUPA adjustment of one full grade on the current faculty salary scale retroactive to the beginning of the 2002-2003 academic year contract.

Estimated Impact (93% of CUPA mean as threshold):

Total number of faculty in pool: 301

Number adjusted: 157

Full: 107
Associates: 50
Assistants: 0

Average adjustment: \$ 1,728

Full professors: \$ 1,831
Associates: \$1,507
Assistants: \$0

Total cost (excluding benefits): \$ 271,308

OR

Option II:

1. Disciplines/ranks are sorted by the size of negative deviation from their CUPA mean.
2. Disciplines/ranks within 3% (approximately one full grade) of their corresponding CUPA means will be excluded; adjustments will cease once the average salary for a discipline/rank exceeds 97% of its CUPA mean.
3. Beginning with the largest deviation by discipline/rank, each qualifying faculty member in those departments will receive a one-step increase.
4. Steps 1-3 will be repeated until all funds are expended.

Estimated Impact:

Total number of Faculty in pool: 301

Number adjusted: 178

Full professors: 107
 Associates: 55
 Assistants: 16

Average adjustment: \$1,503

Full professors: \$1,713
 Associates: \$1,280
 Assistants: \$ 861

Total cost (excluding benefits): \$267,464

Any residual funds from either option will be allocated to the Career Performance/Equity Adjustment Plan resource pool.

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Exhibit H - Equity (Career Performance/Equity Adjustment Plan B)

Career Performance/Equity Adjustment Plan Guidelines and Application CWU Salary Administration Board Plan AY2002-03

Guidelines

Eligibility: Tenured and Tenure-Track Faculty.

Resource pool: Funds remaining after implementation of the Faculty Salary Market

Adjustment Plan adjustments (approximately \$133,000) allocated by college/library FTEF for tenured and tenure-track faculty.

Source of money: Internal re-allocation; 1/3 portion of \$400,000 allotted for the SAB process this year.

Distribution:

- COB \$15,960
- CAH \$31,920
- CEPS \$35,910
- COTS \$43,890
- LIB \$5,320

[estimates are based on 2000/2001 academic year FTEF]

Date of effect: Adjustments will be retroactive to the beginning of the 2002-2003 academic year.

Time frame: Feb. 24, 2003: Faculty application deadline.
 April 7, 2003: Review committee/dean recommendations completed.
 April 11, 2003: Deans forward recommendations to the Provost.
 May 5, 2003: Provost makes final recommendations to the President.
 May 9, 2003: Decisions are presented to Board of Trustees.

Application materials:

- Cover sheet (attached),
- A current non-narrative vita, and
- Personal narrative **not to exceed** 500 words.

All tenured and tenure-track faculty members are eligible to apply for career performance/equity adjustments.

Adjustments will be permanent and must place the faculty member at one of the grades/steps identified on the current faculty salary scale.

The rationale for these processes and the making of these adjustments is based on the Salary Administration Board report of May 2001, which reads in part:

"The other one third of the money is to be used as an equity adjustment to reward career performance at Central Washington University. Equity would be consistent with code section 8.46 ..."

Criteria:

Requests for consideration for a career performance/equity adjustment from tenured or tenure-track faculty must be based on the following criteria.

These criteria will be evaluated and weighted accordingly:

- Teaching, Scholarship, Service, and Salary History at CWU (70%)
- Salary relative to CUPA mean by discipline and rank (20%)
- Years in rank compared with others faculty members within the department (10%)

Application Process:

Candidates will submit the application materials listed below to their dean.

- 2002-2003 Career Performance/Equity Adjustment cover sheet.
- A current non-narrative vita
- Your rationale for Career Performance/Equity Adjustment request

(This narrative **must not** exceed 500 words.)

No additional material will be accepted.

Applications that do not conform to these directions will not be considered.

Application Due Date:

Applications are to be submitted to your dean by Monday, February 24, 2003.

Evaluation Process:

The following process will be employed in each of the colleges and the library:

1. Each dean will oversee the election of a five-member Career Performance/Equity Review Committee (CPERC) within his or her college.

The committee will consist of tenured faculty elected by the tenured and tenure-track faculty.

For CEPS, COTS, and CAH, no more than one member of each department may be a member of each college's committee.

COB will elect of committee with no more than 2 members from one department. The Library will elect a committee of five tenured faculty.

2. The Career Performance/Equity Review Committee in each college will review requests generated by tenured or tenure-track faculty.

Working with the dean, they will recommend whether or not an adjustment should be made and the magnitude (in grades and steps) of said adjustment.

For positive recommendations, the committee should cite evidence of salary disadvantage based upon salary history and performance.

The committee can also request additional information or explanation from the faculty member, the dean, the provost's office, etc.

Option 1: Adjustments will be at least 1 full grade, **OR**

Option 2: Recommended adjustment amounts are at the discretion of the committee and dean

3. Each CPERC and its respective dean will review the cases in late February and March, finalizing their recommendations no later than April 7, 2003.
4. Deans will forward their recommendations to the Provost no later than April 11, 2003.
5. The Provost will make final determinations no later than May 5, 2003.
6. Adjustments will be retroactive to the beginning of the 2002-2003 academic year.

Availability of Data [full web addresses not yet available]

- "Full-Time Faculty-Tenured, Tenure-Track, & Non-Tenure Track Faculty Records-Fall 2002" is available on the web at: [http://www.cwu.edu/~provost/ ????](http://www.cwu.edu/~provost/????)
- The CWU Faculty Salary Scale is available at: <http://www.cwu.edu/~ir/FacultyInfo.html>
- The CUPA summary data (disciplines/ranks) is available at: <http://www.cwu.edu/~ir/>

Application for 2002-2003 Career Performance/Equity Adjustment

Due Date: Monday, February 24, 2003.

Name _____

Department/College _____

Materials to include:

- This cover sheet
- Current non-narrative vita
- Your rationale for a Career Performance/Equity Adjustment request

*(This narrative **must not** exceed 500 words)*

Please submit application materials listed above to your dean.

No additional material will be accepted.

Applications that do not conform to these directions will not be considered.

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Roll Call 2002-03

Faculty Senate Meeting: January 22, 2003

SENATORS

✓	BRAUNSTEIN	Lori
✓	BRAUNSTEIN	Michael
0	BRYAN	Patrick
✓	BUERGEL	Nancy
✓	BURNHAM	Timothy
✓	CALAHAN	Scott
✓	CANNCASCIATO	Daniel
✓	CANT	Gregory
✓	CAPLES	Minerva
0	CARBAUGH	Bob
✓	COLEMAN	Beatrice
✓	CULJAK	Toni
✓	DONAHOE	Susan
✓	DONAHUE	Barry
✓	EASTMAN	Grant
0	ELY	Lisa
✓	ENGLUND	Timothy
✓	EUBANKS	Jim
✓	HARPER	Lila
0	HARRIS	Nate
✓	HUBBARD	Brenda
0	HUCKABAY	Jim
0	JOHNSON	Kirk
✓	KURTZ	Martha
✓	LEWIS	Keith
0	LI	Charles X.
✓	LI	Chenyang
✓	LUBINSKI	Patrick
0	LUPTON	Robert
✓	MARTINIS	Karen
0	BACICA	Karina
✓	NELSON	Joshua
✓	NETHERY	Vincent
✓	PRICE	Joe
✓	REHKOPF	Carrie
✓	RICHMOND	Lynn
✓	SCHAEFER	Todd
✓	SNEDEKER	Jeff
0	SUN	Key
✓	UBERTI	David
✓	WELLOCK	Thomas
0	WILLIAMS	Henry
0	WILLIAMS	Wendy

ALTERNATES

	KLEMIN	Wayne
	PALMQUIST	Bruce
	ERNEST	Kristina
	ABDALLA	Laila
	VACANT	
	CALHOUN	Ken
	JORGENSEN	Jan
	FAIRBURN	Wayne
	BUTTERFIELD	Carol
	GHOSH	Koushik
	BREEDLOVE	Lois
	ABDALLA	Laila
	SALYER	Keith
	VACANT	
	GELLENBECK	Ed
	MELBOURNE	Tim
	HARPER	Jim
	VACANT	
	OLSON	Debbie
	SMITH	STUDENT Robinson, Scott
✓	ALWIN	Michael
✓	DUGAN	John Uebelacker, Morris
	DIAZ	Jack
	DIAZ	Anthony
	BACH	Glen
✓	DRAKE	George
	DIPPMANN	Jeffrey
	DENMAN	Anne
✓	PERKINS	Rob
	HOLTFRETER	Robert
		STUDENT
	BRANSDORFER	Rodney
	D'ACQUISTO	Leo
	BENDER	William
	BROOKS	Joe
	BRADLEY	James
	WIRTH	Rex
	SINGH	Vijay
	REASONS	Charles
		STUDENT
	HECKART	Beverly
	PLOURDE	Lee
✓	PENICK	Jeff

Quorum: 23

43 Senators

G:\senate\roster\rollcall

Date: January 22, 2003

VISITOR SIGN-IN SHEET

JOHN LASIK, COB
WARREN STREET, PSYCHOLOGY

Please sign your name if you are not a faculty senator.

FACULTY SENATE REGULAR MEETING
Wednesday, January 22, 2002, 3:10 p.m.
BARGE 412
AGENDA

- I. ROLL CALL
- II. CHANGES TO AND APPROVAL OF AGENDA
- III. MOTION NO. 03-01: APPROVAL OF MINUTES
- IV. COMMUNICATIONS
- V. REPORTS/ACTION ITEMS (40 Minutes)

(Motions 02-75, 02-76 and 02-77 were delayed at the December 4, 2002 Faculty Senate Meeting)

Faculty Senate Development and Appropriations Committee

Motion No. 03-02: "Recommendation to distribute the \$100,000 faculty development funds for 2002-03, attached as Exhibit F".

Chair

Motion No. 02-75: "Approval of the 2004-2005 Quarterly Calendar attached as Exhibit A."

Motion No. 02-76: "The Faculty Senate recommends that the Central Washington University administration should, under NO circumstance, invoke the concurrence clause of Section 7, Part 6.a of the faculty collective bargaining enabling legislation." (Rationale attached as Exhibit B).

Motion No. 02-77: "The Faculty Senate recommends that the current definition of faculty as expressed in the Faculty Code of Personnel Policy and Procedure be applied for the purpose of determining which faculty would be members of the bargaining unit in a collective bargaining arrangement." (Rationale attached as Exhibit C).

Motion No. 03-03: "That the Faculty Senate vote to support one of the three proposed definitions of "Faculty" (attached as Exhibit E) for the specific purpose of defining the CWU Bargaining Unit for PERC.

Motion No. 03-04: "The definition which receives more than 50% of Faculty Senate votes be forwarded to PERC with an accompanying letter from the Executive Committee. If no definition received over 50% in the initial ballot, a second ballot should occur using the two definitions receiving the highest number of votes.

Chair

BALLOT PROCESS: Vote on the definition of Faculty as stated in Motion No. 03-04. If passed, there will be a ballot process at this time.

Salary Administration Board

Motion 03-05: "To accept the Salary Administration Boards' proposals and agree to vote on them."

Motion 03-06: "To accept the Salary Administration Board's Plan A option 1 or 2 as presented in Exhibit H - Market (Salary Market Adjustment Plan)."

Motion 03-07: "To accept the Salary Administration Board's Plan B option 1 or 2 as presented in Exhibit H - Equity (Career Performance/Equity Adjustment Plan)."

Faculty Senate Curriculum Committee

Motion 03-08: "Addition of new program: Master of Education: Inclusive Teaching Strategies." Exhibit G

Motion 03-09: "Addition of new program: BS Business Administration: Management Information Systems Specialization." Exhibit G

Motion 03-10: "Addition of new program: Web Administration Minor." Exhibit G

Motion 03-11: "Addition of new program: Database Administration Minor." Exhibit G

Motion 03-12: "Addition of new program: Network Administration Minor." Exhibit G

Motion 03-13: "Addition of new program: BS Information Technology & Administrative Mgmt: Database Administration Specialization." Exhibit G

Motion 03-14: "Addition of new program: BS Information Technology & Administrative Mgmt: Web Administration Specialization." Exhibit G

Motion 03-15: "Addition of new program: BS Information Technology & Administrative Mgmt: Network Administration Specialization." Exhibit G

Motion 03-16: "Addition of new program: Database Administration Certificate (Type B)." Exhibit G

Motion 03-17: "Addition of new program: Web Administration Certificate (Type B)." Exhibit G

Motion 03-18: "Addition of new program: Network Administration Certificate (Type B)." Exhibit G

VI. REPORTS/DISCUSSION ITEMS

1. CHAIR: *(10 Minutes)*
2. CHAIR ELECT: *(10 Minutes)*
3. PRESIDENT: *(10 Minutes)*
4. PROVOST: *(10 Minutes)*
5. SENATE CONCERNS: *(5 Minutes)*
6. STUDENT REPORT: *(5 Minutes)*
7. SENATE COMMITTEES: *(10 Minutes)*

Academic Affairs Committee: *Susan Donahoe*

Budget Committee: *Bill Bender*

Code Committee: *John Alsoszatai-Petheo*

Curriculum Committee: *Toni Culjak*: (Exhibit D)

Development and Appropriations: *Charles Li*

Faculty Legislative Representative: *James Huckabay*

General Education: *Steve Verhey*

Personnel Committee: *Rob Perkins*

Public Affairs Committee/Council of Faculty Representatives: *Daniel CannCasciato*

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. ADJOURNMENT

*****NEXT REGULAR SENATE MEETING: February 12, 2003*****
BARGE 412

